

DATE: November 22, 2010

TO: RMC Governing Board

FROM: Belinda V. Faustinos, Executive Officer

SUBJECT: Item 17: Review and approval of Executive Officer Job Description, Recruitment Plan and Appointment of Executive Officer Search Committee

Recommendation: Approval of the Executive Officer Job Description, Recruitment Plan and Appointment of Executive Officer Search Committee

Background: The Executive Officer is appointed by the Board as provided in Section 32706(b) of the Public Resource Code. The selection process is open and anyone can apply for this position; it is not required that the applicant be a current or past state employee.

This Executive Officer job description was adopted by the Board in 2000 and was amended slightly in July of 2010. Since a recruitment process will be initiated for a new Executive Officer it is recommended that the Board review and approve amending the description to provide a more robust delineation of the job requirements and add information regarding the skills and knowledge required for the position and desirable qualifications. Attached as Exhibit A is the current job description and Exhibit B is the job description recommended for adoption by the Board.

In summary the Job Description should include the following: 1) Duties/Responsibilities, 2) Knowledge and Abilities and 3) Desirable Qualifications. Adoption of the revised job description will provide the basis for distribution of the Job Announcement. The Job Announcement will include the following information:

- Agency Background
- Compensation/Benefit Information
- Application Process and Recruitment Schedule

A sample job announcement (Exhibit C) for the California State Lands Commission is attached for your information. Since the RMC contracts for personnel services with the Department of General Services, Human Resources (DGS-HR) the Analyst assigned to our agency can assume responsibility as the contact person for initial receipt and screening of applications. If the Board desires, the Analyst can either forward all applications or screen the applications and forward information only for suitable candidates to a search committee and/or full board. Staff recommends that the Board appoint a maximum four member search committee led by the Board Chair. Members of this committee must be willing to spend between 8- 12 hours in the review of applications during the early part of January and hold at least one committee meeting to select the interview candidates.

It is recommended that the full board interview between 3 and 6 candidates. By using the DGS-HR staff costs to the agency will be minimal. The only notable issue is that distribution of the job announcement would largely rely on posting to the state and "no cost" web sites and using the networks available to staff, board members and partner entities for distribution of the notice.

Otherwise, the Board may elect to contract for these services through an independent executive search firm whose cost could range from \$7,000 to \$20,000. These firms are experienced in

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executive searches and have extensive distribution lists. It should be noted that given the likely range of cost this type of contract would require a RFQ process that would add at minimum four weeks to the timeline. The projected timeline is as follows:

Post Job Announcement	November 29
Final Filing Date	December 22
Selection of Interview Candidates	January 3 - 14
Interviews	January 24
Reference Checks	Early February
Offer	Mid February
Start Date	Early March – Early April

The above schedule would provide for 2 -4 weeks of cross training. While the current Executive Officer's retirement date is May 4, 2011 an earlier transition date is feasible by using vacation time to fill any gap in order to start the new Executive Officer as soon as possible.

The following actions must be taken:

1. Approve the Job Description
2. Recruitment Process – Use the internal DGS-HR Analyst OR hire Executive Search Firm
3. Yes or No to Utilizing a Board Search Committee to select interview candidates
4. If 3 is Yes, appoint a four member search committee including the Board Chair

EXHIBIT A

SAN GABRIEL AND LOWER LOS ANGELES RIVERS AND MOUNTAINS CONSERVANCY

EXECUTIVE OFFICER (EXEMPT Position)

Under the direction of the Governing Board, the Executive Officer provides advice, assistance, and expertise in acquiring and managing specified lands within the San Gabriel Basin, the San Gabriel River and its tributaries, the Lower Los Angeles River and its tributaries, and the San Gabriel Mountains. These duties include but are not limited to the following:

Assist the Governing Board Members in establishing policies and priorities for the Conservancy regarding the San Gabriel River and the Lower Los Angeles River, and their watersheds, and conduct any necessary planning activities.

Assist the Governing Board Members in the preparation and implementation of a San Gabriel and Lower Los Angeles Parkway and Open Space Plan which includes identification of underused existing public open spaces and recommendation for providing better public use and enjoyment in areas identified and establishing a priority program for implementing those additional low-impact recreational and open space needs.

Supervise the acquisition and management of lands within the Conservancy's area. Coordinate with partner agencies to develop acquisition priorities and funding sources.

Ensure compliance with the California Environmental Quality Act and other statutes and regulation applicable to the Conservancy's activities.

Manage the Conservancy's operation, including budgeting, contracts, personnel matters and office management. Provide supervision, training, guidance and performance evaluations to the Executive Secretary.

Develop and implement funding programs, including grants and community fund raising activities.

In coordination with the Chairperson, represent the Conservancy in relations with the general public, community groups, media and other interest groups.

The Executive Officer may serve a staff function for joint powers entities when the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy is a member entity. Such services however shall exclude fiscal management of San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy grants on behalf of the joint powers entity.

Revised July 2010

Exhibit B

SAN GABRIEL AND LOWER LOS ANGELES Rivers and Mountains RMC Executive Officer Job Description

DUTIES/RESPONSIBILITIES: Under the direction of the Governing Board, the Executive Officer

Provides information, support and expert policy advice and recommendations to the Governing Board regarding the programs, projects and budget priorities of the RMC

Plans, organizes and directs the program functions and staff of the Rivers and Mountains RMC (RMC)

Assists the Governing Board in establishing policies and priorities for the RMC regarding the San Gabriel River and the Lower Los Angeles River, and their watersheds, and conducts any necessary planning activities

Assists the Governing Board in the preparation and implementation of a San Gabriel and Lower Los Angeles Parkway and Open Space Plan

Provides advice, assistance, and expertise in acquiring and managing specified lands within the San Gabriel Basin, the San Gabriel River and its tributaries, the Lower Los Angeles River and its tributaries, and the San Gabriel Mountains

Supervises the acquisition, development and management of lands within the RMC's area

Coordinates with partner agencies to develop project priorities and funding sources

Ensures compliance with the California Environmental Quality Act and other statutes and regulation applicable to the RMC's activities

Manages the RMC's operation, including budgeting, contracts, and personnel

Provides supervision, training, guidance and performance evaluations for all staff

Develops and implements funding programs, including grants and community fund raising activities

Represents the RMC in relations with the general public, community groups, media and other interest groups

May serve a staff function for joint powers entities when the San Gabriel and Lower Los Angeles Rivers and Mountains RMC is a member entity. Such services however shall exclude fiscal management of San Gabriel and Lower Los Angeles Rivers and Mountains RMC grants on behalf of the joint powers entity.

KNOWLEDGE AND ABILITIES

Applicants should be able to demonstrate the ability to perform high level administrative and policy development and implementation functions effectively. Such overall ability requires possession of the following specific knowledge and abilities:

Knowledge of the jurisdiction, responsibilities, organization and functions of the RMC and its staff

Knowledge of provisions of laws governing the RMC

Knowledge of environmental regulatory requirements such as NEPA and CEQA

Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques in organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the agency's Equal Employment Opportunity Program objectives; and the Executive Officer's role in the Equal Employment Opportunity Program.

Knowledge of managerial functions such as program planning; policy formulation; organization, coordination and control of multidisciplinary professional and administrative staff; and fiscal and personnel management; high technical and professional qualifications are also of importance in performing the duties

Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with the public and representatives of all levels of local, state and federal government, including the State Legislature and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; prepare and analyze legislation; and effectively contribute to the agency's Equal Employment Opportunity objectives.

Ability to successfully negotiate settlements in the best interest of the State of California and consistent with RMCs responsibilities

DESIRABLE QUALIFICATIONS

Working knowledge of a wide range of subject areas including environmental protection, cultural resources preservation, land use planning and decision making , mineral resource development including oil and gas development, renewable energy projects including geothermal, public trust responsibilities, real estate management and water issues.

Demonstrated management and administrative leadership skills

Demonstrated experience working in a political environment and awareness of consequences of actions

Strong written and verbal communications skills, strong negotiating skills, and particularly the ability to represent the RMC effectively – both internally and with the public

Experience in evaluating and making recommendations regarding highly sensitive and complex land and resource issues

Possession of the personal characteristics of integrity, initiative, dependability, tact, and sound judgment

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RESOLUTION 2010 – 91

RESOLUTION OF THE SAN GABRIEL AND LOWER LOS ANGELES
RIVERS AND MOUNTAINS CONSERVANCY (RMC) APPROVING THE
EXECUTIVE OFFICER JOB ANNOUNCEMENT, RECRUITMENT PLAN
AND APPOINTMENT OF EXECUTIVE OFFICER SEARCH COMMITTEE

WHEREAS, The legislature has found and declared that the San Gabriel River and its tributaries, the Lower Los Angeles River and its tributaries, and the San Gabriel Mountains, Puente Hills, and San Jose Hills constitute a unique and important open space, environmental, anthropological, cultural, scientific, educational, recreational, scenic, and wildlife resource that should be held in trust to be preserved and enhanced for the enjoyment of, and appreciation by, present and future generations; and

WHEREAS, This action is exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA); and NOW

Therefore be it resolved that the RMC hereby:

1. FINDS that this action is consistent with the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy Act and is necessary to carry out the purposes and objectives of Division 22.8 of the Public Resources Code.
2. FINDS that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act.
3. APPROVES an Executive Officer Job Announcement, Recruitment Plan and appointment of Executive Officer Search Committee.
4. ADOPTS the staff report dated November 22, 2010.

~ End of Resolution ~

Passed and Adopted by the Board of the
SAN GABRIEL AND LOWER LOS ANGELES RIVERS AND MOUNTAINS
CONSERVANCY on November 22, 2010.

Frank Colonna, Chair

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